

Request for Application

Program Guidelines

2024-2026 SSI Community Partnerships C4 Technical Assistance

Authorized by General Appropriations Act (GAA), Article III, Rider 41,
88th Texas Legislature

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel – budget schedules) to be completed in order for the applicant to be eligible for funding.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

¹ Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term “grantee” does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

Contact for Clarifying Information

Grant Program Contact

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Additional Program Contact

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Funding Contact

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US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$600,000
Percentage to be financed with federal funds	0%
Amount of federal funds	\$0
Percentage to be financed from nonfederal sources	100%
Amount of nonfederal funds	\$600,000

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

The Texas Education Agency (TEA) shall award grants to Education Service Centers (ESCs) to provide coaching and coordinated technical support to Local Education Agencies (LEAs) awarded the Student Success Initiative (SSI)/Community Partnerships grant. The SSI Community Partnership grant is awarded to LEAs with high percentages of students who do not perform satisfactorily on relevant state assessments, and that serve the most struggling neighborhoods, as determined by the Commissioner, to implement a comprehensive support program that increases the number of students performing on grade level by leveraging academic, community, and governmental supports. This initiative provides LEAs guidance to create great schools in supported and supportive communities. It aims to build community strength by involving families and community partners in educational engagement planning and decisions and to provide families with effective schools and access to high quality coordinated programs for social services, health, and academic support.

The awarded Education Service Centers (ESCs) will provide coordinated technical assistance to bolster the LEAs' ability to launch educationally sound strategies tailored to the individual needs of each community yielding improved academic achievement of participating campuses and their students. The awarded ESCs will create and build upon existing resources, systems, and materials aligned with the Community Partnerships framework, ensuring the LEAs' successful adoption and implementation of the SSI/Community Partnerships grant in four phases:

- Phase 1: Launching SSI/Community Partnerships Grant (Year 1) – Attend three Community Partnerships workshops in Huntsville, TX with the LEA team. Identify team members and clearly define roles and responsibilities; engage the team in collaborative meetings to discuss strengths and needs of the school. Identify priorities and the plan to communicate the vision to parents and the community. Provide support in developing a communication strategy that articulates the benefits, desired outcomes, and alignment to the community's values to garner broad stakeholder support.

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- Phase 2: Planning (Year 1) – Develop a comprehensive implementation plan aligned to the identified priorities. Develop specific, measurable, ambitious, relevant, and timebound goals and provide specificity of aligned tasks, activities, persons responsible, and target deadlines.
- Phase 3: Early Implementation (Year 1) - Assist the LEA with the execution of the implementation plan. Establish a continuous improvement cycle that includes, feedback, progress monitoring, and data reviews.
- Phase 4: Full Implementation and Continuous Improvement (Year 2) – Continue project management practices that monitor the plan to ensure it is on track and, the targeted population of students is impacted. Progress monitoring is to be conducted at least quarterly throughout the grant cycle.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility for Funding.

The eligible applicants are:

- Regional Education Service Center (ESC) 1
- Regional Education Service Center (ESC) 6
- Regional Education Service Center (ESC) 10
- Regional Education Service Center (ESC) 13

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

TEA requires a 10% cost match for this program.

Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Department of Grant Compliance and Administration's [Training and Other Resources](#) page.

The supplement, not supplant provision does not apply to this grant program.

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Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

TEA limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to no more than 15% of the total grant awarded.

To calculate the maximum indirect costs that can be claimed for a grant, complete the [Maximum Indirect Costs Worksheet](#), located on the Grants Administration Division's [Grant Resources](#) page.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are not permitted for this grant.

Application Requirements and Assurances

This section identifies the types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)
- Texas Grant Management Standards (requirements defined by the state for Regional Education Service Centers (ESCs) and limited other applicants)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

TEA Program Requirements

See the [General and Fiscal Guidelines](#), TEA Program Requirements.

Program Guidelines

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

1. The grant program will be funded by reimbursement once the NOGA has been issued and the grantee submits payment requests through the Expenditure Reporting (ER) system. See [Expenditure Reporting](#).

Texas Grant Management Standards (TxGMS)

See the [TxGMS](#) for detailed requirements. In general, the TxGMS apply to Regional Education Service Centers (ESCs) and limited other applicants. The TxGMS do not apply to school districts or open-enrollment charter schools.

In general, the TxGMS require state-funded grants to follow federal Uniform Grant Guidelines.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

1. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
2. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2026 SSI Community Partnerships C4 Technical Assistance grant, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
3. The applicant assures these grant funds will be used to support LEAs to implement the Community Partnership project and develop services and supports, continuously evaluate the success of the program, and adjust and improve the program based on specific data and grant outcomes.
4. The applicant assures it will use systems of best practices for planning and implementing academic programs and community supports to increase the number of students performing on grade level.
5. The applicant assures the grant funds will be used to provide support to the LEA to develop and implement a continuum of support services for students and actively engage parents and families in a collaborative partnership
6. The applicant assures they will assist LEAs in having at least one state or regional governmental partnership and two or more local community partnerships to provide integrated wrap-around and holistic services to children and their families in the school community including MOU's for all partnerships.

7. The applicant assures they will attend the grant workshops held in Huntsville, Texas with the LEA team they support. The LEA team will be composed of at least one program manager, a member of campus leadership, and the parent engagement district coordinator.
8. The applicant assures they will support LEAs to develop and implement robust data systems and performance management routines to ensure progress monitoring actions will drive the achievement of the predetermined outcomes of the grant.
9. The applicant assures they will engage with partners to monitor and measure interim school progress data and conduct community outreach for each partnership organization.
10. The applicant assures they will commit to fully implementing the Community Partnership initiative model and commit to using the tools and strategies to achieve school improvement and student success.
11. The applicant assures they will strive to ensure that the Community Partnerships program practices will be sustained beyond the life cycle of the grant.
12. The applicant assures they will keep project management tools provided by TEA, including budget and activity trackers, updated on a monthly basis and participate in monthly check-ins with TEA to discuss progress in each phase of the initiative cycle.
13. The applicant must perform the activities and produce products identified in the 2024 – 2026 Community Partnerships Grant Technical Assistance Program Guidelines and approved Required Activities Document (RAD) developed in collaboration with TEA each year of the grant. This document will be made available to each regional Education Service Center via email from the TEA Community Partnerships program team in Winter 2025 and Fall 2025.

Allowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant include only the following:

General Allowable Activities and Use of Funds

- Payroll costs for those directly involved with this grant
- Professional and contracted services
- Consumable and durable supplies and materials
- Capital outlay
- Reimbursing travel related expenses with TEA approval for training or conferences related to grant program.
- Costs associated with attending state hosted conferences and trainings provided by TEA based on local policy and or regulations

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- Travel costs in association with Community Partnerships Grant
- Travel costs for officials in association with Community Partnerships Grant
- Professional and contracted services to assist with fulfilling the grant program objectives

Other Allowable Operating Costs Requiring Specific Approval in the Grant Application (6400)

Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

Travel costs for officials such as executive director, superintendent, or board members may be funded under the grant program. Only the following travel costs may be allowable for these positions:

- Travel costs associated with Community Partnerships workshops and site visits

Unallowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

In addition, unallowable activities and use of funds for this grant include, but are not limited to, the following:

- Debt services (lease liabilities for terms greater than 12 months) — unallowable costs include:
 - Capital Lease Liability — Principal Costs (6512)
 - Capital Lease Liability – Interest Costs (6522)
 - Interest on Debt Costs (6523)
 - Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)
- Audit services for state-funded grants
- Out-of-state travel
- Hosting or sponsoring of conference
- Cost of Membership in Any Civic or Community Organization
- Advisory council
- Field Trips
- Stipends for non-employees
- Travel for students to conferences
- Non-employee costs for conferences

- Any miscellaneous costs not associated with the grant project and/or not receiving prior authorization by the grantee administration or TEA
- Any activity not specified above in the Allowable Activities and Use of Funds section

Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

1. Work with the LEA to identify key priorities based on a SWOT analysis and develop measurable goals for the initiative. Create a Logic Model and Action Plan.
2. Establish baseline data for each initiative goal and the mandatory performance measures (MOUs, Family Engagement, Student Outcomes) for the LEAs. Complete the performance metrics spreadsheet provided by TEA. Evaluate and record data annually, revise initiative goals if necessary.
3. Establish a communication strategy to socialize the Community Partnerships initiative across the district and community.
4. Assist LEA in establishing communication with partner organizations. (At least one state or regional government agency and two or more local community partnerships.) MOU, MOA, or similar contractual document is completed and up to date for each partner.
5. Assist LEA with monthly updates to the budget tracker provided by TEA. The budget tracker is kept up to date at least 85% of the time.
6. Update FIT tools on a weekly basis to support LEA grantees in managing their project. Prepare the FIT tool to review at monthly check-in meetings with TEA.
7. Conduct quarterly progress monitoring meetings with the LEA team and stakeholders to report performance and goal progress. Update TEA during monthly check-in.

Attachments

There are two types of attachments that may be required to be submitted with your application:

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Fiscal-Related Documentation Required to Be on File, for a general description of fiscal-related documents that can be required as attachments to the application.

Required Program-Related Attachments

See the [General and Fiscal Guidelines](#), Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

The applicant must submit with the application the following required program-related attachments.

No program-related attachments are required for this grant program.